



Overview and Scrutiny Committee

Monday, 3rd April, 2017 at 5.30 pm

Conference Room, Parkside, Chart Way, Horsham

Councillors:

Leonard Crosbie (Chairman)	
David Coldwell (Vice-Chairman)	
Toni Bradnum	Tim Lloyd
Alan Britten	Brian O'Connell
Paul Clarke	David Skipp
Roger Clarke	Ben Staines
Jonathan Dancer	Michael Willett
Matthew French	Tricia Youtan
Nigel Jupp	

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 8
To approve as correct the minutes of the meeting held on 30 th January 2017	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
4. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. Cabinet Member Interview	9 - 14
Councillor Gordon Lindsay, Cabinet Member for Local Economy	
6. Storrington Air Pollution Note	15 - 18
To receive a note on Air Pollution in Storrington.	
7. Overview and Scrutiny Self Evaluation Exercise - Report to Date	19 - 22
8. Sub-Committees - Chairman's Update	

- a) Business Improvement Sub-Committee
- b) Crime and Disorder Sub-Committee
- c) Finance and Performance Sub-Committee
- d) Social Inclusion Sub-Committee

9. **Replies from Cabinet/Council Regarding Overview and Scrutiny Recommendations**

None to receive.

10. **To receive any suggestions for the Overview and Scrutiny Work Programme**

23 - 24

- Suggestion from Councillor Coldwell for a review into traffic issues and access issues around local primary schools in the District
- Review Transformation Programme outcomes, personnel numbers, functions coverage

11. **Urgent Business**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

Overview and Scrutiny Committee 30 JANUARY 2017

Present: Councillors: Leonard Crosbie (Chairman), Toni Bradnum, Alan Britten, Paul Clarke, Jonathan Dancer, Matthew French, Nigel Jupp, Ben Staines, Michael Willett and Tricia Youtan

Apologies: Councillors: David Coldwell, Roger Clarke, Tim Lloyd, Brian O'Connell and David Skipp

SO/43 MINUTES

The minutes of the Committee held on 28th November 2016 were approved as a correct record and signed by the Chairman.

SO/44 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/45 ANNOUNCEMENTS

There were no announcements.

SO/46 CABINET MEMBER INTERVIEW

The Cabinet Member for Housing and Public Protection was invited to provide Members with their portfolio summary before answering questions raised by the Committee.

- 1. Commuted Sums (approximately £11m) were accepted by HDC from developers in lieu of building Affordable Homes. It is suggested that the Homes Company, under consideration by the Council in partnership with a RSL, may use the bulk of the Commuted Sums as seed capital. In that event, will the majority of the dwellings built by the Council's company be Affordable Homes and with exclusive nomination rights for HDC?*

The Cabinet Member for Housing and Public Protection replied as follows:

We already support Housing Associations (RSL's) with commuted sums payments to maximise delivery of affordable rented accommodation on sites. The intention is definitely for this to continue wherever possible.

Any affordable rented accommodation built by a housing company created by HDC will provide 100% nomination rights to those in housing need on Horsham's housing register.

2. *Can the Council's Housing Officers confirm that ex-members of HM Forces are given priority in accommodation allocation when seeking residence in Horsham District? Also, can they indicate how many such applicants have been identified in the past three years?*

The Cabinet Member for Housing and Public Protection replied as follows:

We have signed up to the Armed Forces covenant, as such Armed Forces personnel in urgent housing need receive additional preference through the Housing Register and Nominations Policy.

These members of the Armed Forces need to be eligible, qualify and not be disqualified.

The following groups of Armed Forces personnel have an automatic qualification:

- *Be a former or serving member of the armed forces who needs to move because of a serious injury, medical condition or disability sustained as a result of their service or*
 - *Be a bereaved spouse or civil partner of a member of the armed forces leaving Services Family Accommodation following the death of their spouse or partner or*
 - *Be a serving or former member of the Reserve Forces who needs to move because of a serious injury, medical condition or disability sustained as a result of his/her service*
 - *Be a member of the Armed Forces or former service personnel that has been discharged in the previous five years.*
3. *As RSLs are now obliged to build the bulk of new homes as Shared Ownership/Starter Homes how do our Housing Officers see their further options for nominated families for Affordable Homes?*

The Cabinet Member for Housing and Public Protection replied as follows:

Housing Associations (RSL's) are not currently required to build the bulk of new homes as shared ownership or starter homes.

The Horsham District Planning Framework (HDPF) currently requires 70/30 split of the 35% affordable in favour of affordable rented accommodation with the remainder being shared ownership.

This can be amended based on specific scheme viability but the starting point is always weighted towards affordable rented properties.

The Housing White Paper is due to be released 6th February 2017. This will provide guidance on starter homes amongst many other issues in respect of planning, construction and possibly incentives for over occupying older residents to vacate their homes.

4. *I see from news reports that single homeless men are outside the rules which oblige Councils to house homeless families. I also see that some £48m is to be made available to remove this discrimination. Do we have any idea of the numbers involved and if HDC will be a recipient of funding?*

The Cabinet Member for Housing and Public Protection replied as follows:

Towards the end of 2016 we were successful with a joint bid alongside District and Borough Council's in East and West Sussex in securing Rough Sleeper funding of £470,000.

Representatives from East and West Sussex authorities (Horsham are represented) are meeting 22nd February to plan the next steps and how this additional funding will be used to best support rough sleepers. The funding will likely be split 50/50 between East and West Sussex.

Background rough sleeper figures for 2016 Sussex rough sleeper count are:

- *Increase of 66 from 78 to 144 in Brighton and Hove (+ 85%), these make up over half the rough sleepers in Sussex*
- *Increase of 16 from 40 to 56 in East Sussex (+ 40%)*
- *Decrease of 13 from 93 to 80 in West Sussex (- 14%)*

Horsham's figures are as follows:

- *2016 – 6*
- *2015 – 3*
- *2014 – 2*
- *2013 – 5*

SO/47 **REPLIES FROM CABINET/COUNCIL REGARDING OVERVIEW AND SCRUTINY RECOMMENDATIONS**

The Committee received the reply from the Cabinet Member for Planning and Development to the recommendations from the Overview and Scrutiny Committee to alter the procedure in relation to how Members are involved in the s106 process.

RESOLVED

That the reply from the Cabinet Member for Planning and Development to the recommendations made by the Overview and Scrutiny Committee was noted.

REASON

All replies from Council and Cabinet to recommendations of the Committee are to be received.

SO/48 **REVIEW OF THE PROPOSED COUNCIL BUDGET 2017/18**

The Head of Finance provided Members with a summary of the 2017/18 Budget and the Medium Term Financial Strategy to 2020/21. Members noted that there the Budget is forecast to be balanced until 2020/21.

Members discussed the Capital Project budgets and associated figures.

Members concluded that no recommendations were to be made.

SO/49 **TO APPROVE THE TERMS OF REFERENCE FOR THE CRIME AND DISORDER SUB-COMMITTEE**

The Terms of Reference were approved by the Committee.

SO/50 **SCRUTINY GUIDE - JANUARY 2017**

Members were in favour of the draft version of the new HDC Scrutiny Guide.

Members agreed that they should be informed of any amendments and updates made to the document going forward.

SO/51 **WSSC HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE**

Members agreed to discuss who should be the representative outside of the meeting when all Members have access to their calendars and the schedule of the WSSC Health and Adult Social Care Select Committee.

SO/52 **SUB-COMMITTEES - CHAIRMAN'S UPDATE**

- a) The Chairman of the Business Improvement Sub-Committee S106 Review Task and Finish Group presented the minutes of the last meeting.
- b) The Crime and Disorder Sub-Committee had not met since the last O&S Committee meeting.

- c) The Chairman of the Finance and Performance Sub-Committee has nothing to report.
- d) The Chairman of the Social Inclusion and Health Sub-Committee presented the minutes of the last SI&H meeting.

SO/53 **TO RECEIVE ANY SUGGESTIONS FOR THE OVERVIEW AND SCRUTINY WORK PROGRAMME**

The Overview and Scrutiny Committee received a work programme suggestion from the Governance Project Manager. The Suggestion was for the Committee to undertake a Self-Evaluation between February and March 2017. The Committee agreed to the Self Evaluation as soon as possible.

Members asked agreed to look over the HDC Economic Strategy at the next meeting.

Members asked for an update on the air quality of Storrington to be provided at the next meeting.

SO/54 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 7.26 pm having commenced at 5.30 pm

CHAIRMAN

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Report to Overview and Scrutiny Committee

3rd April 2017

By the Senior Scrutiny & Committee Support Officer

INFORMATION REPORT



**Horsham
District
Council**

Not Exempt

Cabinet Member for Local Economy Interview

Executive Summary

This report defines the method by which the Overview and Scrutiny Committee will undertake the function of interviewing the Cabinet Member.

Recommendations

That the Committee is recommended:

- i) to conduct the Cabinet Member Interview in accordance with the method detailed in section 3 of this report

Reasons for Recommendations

- i) to enable the provisions set out in Part 4c, 12 of the council's constitution.

Background Papers

None.

Wards affected: All wards

Contact: Daniela Smith, Senior Scrutiny and Committee Support Officer
committeeservices@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 The Council concluded a review of its governance arrangements on 27 April 2016. Paragraph 3.22 of the report to council *Scrutiny 2016 onwards* stated that 'Cabinet Members be held to account by a programme of appearance before the committee'.
- 1.2 Consequently, Part 4C, section 12 of the Constitution was updated to provide for Members (and Officers) to give account to the Overview and Scrutiny Committee. Specifically, the clause states 'As well as reviewing documents, in fulfilling the overview and scrutiny function, the Overview and Scrutiny Committee will require the Leader and each Member of the Cabinet individually to attend before it no less than once in every twelve month period to explain the following matters within their portfolio:
 - (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy; and/or
 - (c) their performance.'
- 1.3 The Overview and Scrutiny Committee meeting of 9 May (SO/80 refers) received examples of the method other councils use to deliver the function. Committee members feedback was received by the committee on 6 June (SO/9 refers). Two further examples from district councils were provided to members on 25 July (SO/21) which opened discussions with Officers to prepare a method for Horsham District Council. A proposed method was discussed at the November meeting of the Committee.

2 Relevant Council policy

- 2.1 Efficiency, Great Value Services – Analysing and taking timely action to improve performance where necessary.

3 Details

- 3.1 Examination of the method used at other councils and the feedback from committee members enabled officers to propose the following six-step method for which **15 minutes per interview** will be permitted.

Before the meeting

- 1 Officers in consultation with the Cabinet Member will prepare a one-page summary of the responsibilities of the Cabinet Member, the portfolio (extracted from the Corporate Plan, forward plan and existing performance information) which will be published with the agenda in the week before the meeting
- 2 Consequent to 1 above, Overview and Scrutiny Committee members' questions (limited to the summary described in 1 above) should be prepared in advance and sent to the Senior Scrutiny & Committee Support Officer (committeeservices@horsham.gov.uk) and the Chairman of the Overview and Scrutiny Committee **by email by 17:00 on the Wednesday before the meeting**. Questions should be written with the expectation that both the question and response may be summarised in the minutes of the meeting.

At the meeting

- 3 The Chairman of the Committee will introduce the Cabinet Member and confirm procedures before inviting the Cabinet Member to present their 2016/17 portfolio summary (appended)
- 4 The Cabinet Member will introduce their portfolio responsibilities, challenges and successes
- 5 The Chairman of the Committee will invite those members who prepared advance questions to ask their question
- 6 Responses to any questions shall be provided by the Cabinet member; which may include reference to information published elsewhere or that a response be prepared by officers and circulated after the meeting, as appropriate
- 7 The timings for questions is estimated at 30 minutes
- 8 Consequent to 5 above, the Chairman shall hear the views of the Committee and ask for observations and comments on the responses, (detailed follow-up questions may be forwarded to the Cabinet Member) sum-up and close the session with thanks to the Cabinet Member for their participation

3.2 The Chairman and Vice Chairman of the Committee may reject any questions, subject to informing the questioner of the reasons for rejection. The Chairman and Vice Chairman shall be guided by existing constitutional provisions about the nature and scope of questions in Part 4A 12.

3.3 Nothing in this process replaces or limits Part 4A 10 of the Council's constitution.

4 Next Steps

4.1 The relevant Cabinet Member has been asked to attend the Committee meeting.

5 Outcome of Consultations

5.1 The Chairman and Vice Chairman of the Committee have been consulted and considered the feedback from the Committee. The Chairman and Vice-Chairman clarified the following:

- I. the process is one part of the overview and scrutiny function at committee meetings already in the calendar and special meetings of the committee will not be required
- II. the deadline for advanced questions be adjusted to allow a reasonable time for responses to be prepared
- III. that the method will require the support of the committee to be effective

6 Other Courses of Action Considered but Rejected

6.1 To not introduce a method for cabinet member interviews.

7 Resource Consequences

7.1 The resource demand to deliver this method is low.

8 Legal Consequences

- 8.1 Section 9FA (8) of the Local Government Act 2000 (as updated by the Localism Act 2011), provides for the Overview and Scrutiny Committee to require members of the Cabinet to attend before it to answer questions

9 Risk Assessment

- 9.1 Part of the mitigation of Corporate Risk CRR08 is to enable checks and balances in decision making.

10 Other Considerations

- 10.1 There were no other considerations.

Cabinet Member for Local Economy Portfolio Summary 2016/17

3rd April 2017

Responsibilities	Corporate Plan Priorities 2016 -19 (as updated for year 2+) and position at February 2017	Successes and challenges, performance summary	Forthcoming Decisions (Forward Plan)
<p>a) Overall responsibility for liaising with local businesses for the development of a strong local economy.</p> <p>b) Overall responsibility for liaising with outside bodies regarding the development, implementation and review of policies for education and lifelong learning.</p> <p>c) Overall responsibility for the development, implementation and review of the Council's strategy for tourism.</p> <p>d) Overall responsibility for the development, implementation and review of the Council's strategy for on and off-street parking including the provision and management of the Council's car parks.</p> <p>e) Overall responsibility for the development, implementation and review of the Council's strategy for economic well-being.</p>	<p>Economy</p> <p>1. Deliver and implement a new Economic Development Strategy by May 2016 <i>The Economic Development Strategy was adopted by Cabinet on 12th January 2017</i></p> <p>2. Develop a master plan for Hurst Road by June 2016 <i>Delays have been experienced progressing this project but new architects are now in place and over the next few months they will be working with us to prepare a plan for the way Horsham town centre will evolve over the coming years.</i></p> <p>3. Finalise and progress the plans for Billingshurst Village Centre by April 2016 <i>Consultation on the Billingshurst Village Centre SPD completed in April 2016 and amendments incorporated. Delivery schedule of key projects and predicted programme has been agreed. Adopted by Cabinet on 21st July 2016. Key projects are now to be worked up in detail, consulted on, procured and delivered according to the timing and receipt of future and existing S106 funds</i></p> <p>4. Produce and implement a strategy for the management of off street car parks across the District <i>Rural car parking strategy now in place and proposals for charging for rural car parks were adopted by Cabinet 24 Nov 2016. Within Horsham town we are undertaking work in conjunction with Strategic Planning and Horsham Vision to set a baseline for growth and future use of our car parks. A town centre parking strategy will be developed which will inform pricing, car park usage, season ticket allocation, etc.</i></p>	<p>Portfolio performance summary as reported to Finance and Performance Sub-Committee, February 2017.</p> <p>FS09: Parking: Total Income TS02a: Parking: Total paid car park users (excludes Season Ticket holders from 1.4.15) TS05: Town Centre Parking - utilisation (% full)</p> <p>Q3 Performance Indicator Monitoring Report</p>	<p>None</p>

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Note for the Overview and Scrutiny Committee on Storrington Air Pollution

Seasonal pollution events occur when air pollution levels build up and remain high in episodes which may last several days.

Summer episodes usually occur in hot, sunny weather and are characterised by high concentrations of ozone - as the reactions that create ozone are catalysed by heat and sunlight^[1].

Winter episodes typically occur in cold, still, foggy weather and characterised by high concentrations of nitrogen oxides and fine particulates (PM₁₀ and PM_{2.5}). In winter months the ground is cold, which cools the air above the ground. This often leads to temperature inversion when normal atmospheric conditions (cool air above, warm air below) become inverted. The pollutants that would normally rise and disperse are trapped in the cold air, underneath the layer of warmer air above. In addition, pollutants don't mix and are not being dispersed under calm conditions. Pollutants can also get trapped by fog as water clings to tiny particles to create polluted fog, or smog.

Cold temperatures recorded this winter, together with calm, still and foggy weather conditions prevailing this January led to a build-up of emissions from vehicles and wood burning. PM₁₀ and PM_{2.5} reached 'high' and 'very high' levels^[2] across a number of sites in the south east and London, and resulted in a pollution episode on account of fine particulates (very small soot-like particles commonly known as PM10 and PM2.5).

In January there were seven monitoring locations where particulates PM₁₀ were monitored in West Sussex: Chichester - A27 Chichester Bypass; Hastings Bulverhythe; Horsham Park Way, Horsham Storrington; Lewes West Street; Lewes Denton Community Centre; and Rother – De La Warr Road. According to the data available on the Sussex-Air monitoring website^[3] daily mean concentrations reaching a 'moderate' level were recorded between 21st and 23rd January at all sites. Elevated concentrations lasted longer at some sites and shorter at others. The highest levels were recorded at Lewes-West Street and Horsham-Storrington.

It is worth noting that the annual mean levels of particulate matter PM₁₀ and PM_{2.5} – as measured at the Horsham Storrington continuous monitoring station on Manleys Hill - have remained well below the objectives throughout the monitoring period 2009-2016, with a decreasing trend observed in the recent years.

Conversely, elevated annual mean levels of nitrogen dioxide have been recorded in Storrington town centre and Storrington was declared an Air Quality Management Area for nitrogen dioxide in December 2010. The declaration of Storrington AQMAs committed the Council to taking actions towards achieving the air quality objectives in the AQMA and an Air Quality Action Plan for Storrington AQMA was submitted to Defra in September 2013. The Storrington Air Quality Action Plan contains a range of measures, both district wide and Storrington specific. This includes transport measures to reduce congestion and improve the

^[1] Air Pollution in the UK 2010

^[2] the Daily Air Quality Index

^[3] <http://www.sussex-air.net/AQNearMe/Monitoring/AdvancedGraphs.aspx?Species=PM10>

flow of traffic - as those measures have the potential to reduce the roadside levels of both nitrogen dioxide and particular matter. The schemes currently being considered for Storrington are changes to lorry turning movements between School Hill and Manleys Hill and vice versa and advisory lorry route signage improvements.

As the air pollution in Storrington is predominantly traffic related it has been important for Horsham District Council to work in partnership with West Sussex County Council as they are the highway authority. Both organisations together with Storrington and Sullington Parish Council have representatives on the Storrington Air Quality Steering Group.

Regarding particulate matter specifically, the Council is working to address this pollutant through measures aimed at reducing emissions from road transport and, in particular, through increasing the uptake of low emission vehicles. All new development in the district is required to have regard to the Planning Advice Document: Air Quality and Emissions Reduction Guidance (published in May 2014), which sets out air quality mitigation/offsetting measures commensurate with its size/predicted impacts. The Council has also supported the development and maintenance of the regional eV charge point network "Energise" with two points in the district classified as 'rapid' - installed in Billingshurst (Six Bells car park) and Storrington (Library car park).

For further information about the air quality in Storrington and other parts of Horsham District or to download the latest air quality report, please go to the website at <https://www.horsham.gov.uk/environmentalhealth/environmental-health/air-quality>

Boundaries Between Index Points for Each Pollutant

Use the tabs below to view the bandings for each pollutant.

Ozone	Nitrogen Dioxide	Sulphur Dioxide	PM2.5 Particles	PM10 Particles
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PM₁₀ Particles

Based on the daily mean concentration for historical data, latest 24 hour running mean for the current day.

Index	1	2	3	4	5	6	7	8	9	10
Band	Low	Low	Low	Moderate	Moderate	Moderate	High	High	High	Very High
µg/m ³	0-16	17-33	34-50	51-58	59-66	67-75	76-83	84-91	92-100	101 or more

Boundaries Between Index Points for Each Pollutant

Use the tabs below to view the bandings for each pollutant.

Ozone	Nitrogen Dioxide	Sulphur Dioxide	PM2.5 Particles	PM10 Particles
-------	------------------	-----------------	-----------------	----------------

PM_{2.5} Particles

Based on the daily mean concentration for historical data, latest 24 hour running mean for the current day.

Index	1	2	3	4	5	6	7	8	9	10
Band	Low	Low	Low	Moderate	Moderate	Moderate	High	High	High	Very High
µgm ⁻³	0-11	12-23	24-35	>36-41	>42-47	>48-53	54-58	59-64	65-70	71 or more

Boundaries Between Index Points for Each Pollutant

Use the tabs below to view the bandings for each pollutant.

- Ozone
- Nitrogen Dioxide
- Sulphur Dioxide
- PM2.5 Particles
- PM10 Particles

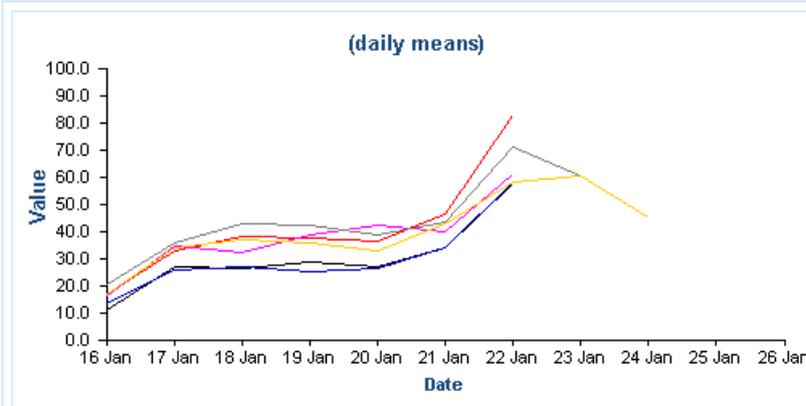
Nitrogen Dioxide

Based on the hourly mean concentration.

Index Band	1	2	3	4	5	6	7	8	9	10
	Low	Low	Low	Moderate	Moderate	Moderate	High	High	High	Very High
$\mu\text{g}/\text{m}^3$	0-67	68-134	135-200	201-267	268-334	335-400	401-467	468-534	535-600	601 or more

PM10 (Grav Equi)

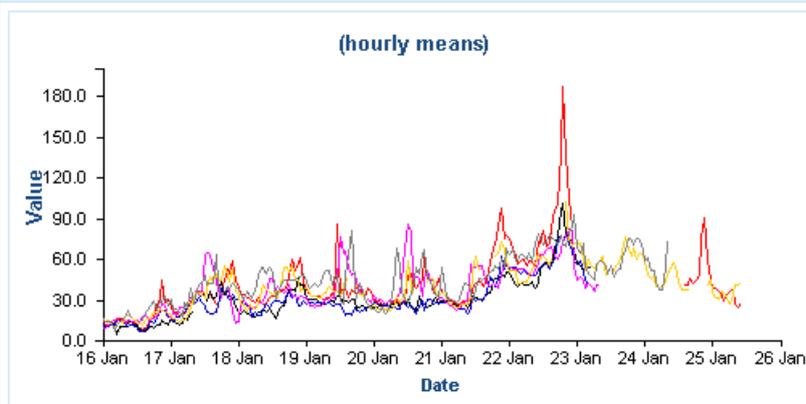
5. View your results: 16 January 2017 to 26 January 2017 Units (ug/m3)



Key: Lewes - West Street Chichester - A27 Chichester Bypass Lewes - Denton Community Centre Hastings - Bulverhythe Horsham - Park Way Horsham - Storrington

PM10 (Grav Equi)

5. View your results: 16 January 2017 to 26 January 2017 Units (ug/m3)



Key: Lewes - West Street Chichester - A27 Chichester Bypass Lewes - Denton Community Centre Hastings - Bulverhythe Horsham - Park Way Horsham - Storrington

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Report to Overview and Scrutiny Committee

3 April 2017

By the Chairman and Vice-Chairman of the Committee

INFORMATION REPORT



**Horsham
District
Council**

Not Exempt

Overview and Scrutiny Self-Evaluation

Executive Summary

The Overview and Scrutiny Committee resolved at its meeting on 30 January 2017 to undertake a Self-Evaluation of the Overview and Scrutiny function using the Centre for Public Scrutiny (CfPS) Self-Evaluation Framework. Minute SO/53 refers. This report sets out the progress of the self-evaluation and the next steps.

Recommendations

That the Committee is recommended:

- i) **to endorse and support the progress of the self-evaluation project group**
- ii) **to note the next steps identified in 4) and participate in a member seminar in April**

Reasons for Recommendations

To enact Overview and Scrutiny Committee minute reference SO/53 by participating in the nationally recognised self-evaluation framework for overview and scrutiny, in order to prepare for the function for the forthcoming municipal year.

Background Papers

None.

Wards affected: All Wards

Contact: Ben Bix, Governance Project Manager.

Background Information

1 Introduction and Background

- 1.1 The Overview and Scrutiny Committee resolved at its meeting on 30 January 2017 to undertake a Self-Evaluation of the Overview and Scrutiny function using the Centre for Public Scrutiny (CfPS) Self-Evaluation Framework. Minute SO/53 refers and the framework can be found on the CfPS website.
- 1.2 The Committee emphasised that the self-evaluation be undertaken as soon as possible. This report therefore sets out the progress on the self-evaluation and provides the Committee with the opportunity to be involved in a member seminar in April.

2 Relevant Council policy

- 2.1 All corporate plan priorities would benefit from an effective overview and scrutiny function in 2017/18.

3 Details

- 3.1 The Committee urged that the self-evaluation be undertaken as soon as possible. The Chairman and Vice-Chairman of the Committee examined the CfPS framework and discussed how best to undertake the self-evaluation in a thorough but timely manner so that the findings of the self-evaluation could be enacted for municipal year 2017/18.
- 3.2 The self-evaluation framework provides a series of steps to guide participants through the framework. The framework suggests that a 'project group' of Overview and Scrutiny members be formed and that one officer supports the group. The Chairman and Vice Chairman felt that a group of experienced scrutiny members and members new to scrutiny would be appropriate.
- 3.3 The evaluation project group was selected by the Chairman and Vice Chairman of the Committee accordingly:
 - Councillor Coldwell (Chairman of the Self-Evaluation Project Group)
 - Councillor Crosbie (Chairman of the Overview and Scrutiny Committee)
 - Councillor Jupp (Chairman of Finance and Performance Sub-Committee)
 - Councillor O'Connell (Chairman of Business Improvement Sub-Committee)
 - Councillor Skipp (Leader of the Liberal Democrat Group and Chairman of Health and Social Inclusion Sub-Committee)
 - Councillors Bradnum, Dancer and Willett (Members of the Overview and Scrutiny Committee 2016/17)
- 3.4 The group has worked through around 55% of the self-evaluation framework in three informal meetings at Parkside supported by the Governance Project Manager.

The group has:

- a) Agreed the design principles to tackle the self-evaluation framework
- b) Taken stock of the current process including 'looking in' and 'looking out'
- c) Used a, and b, to consider the future role of overview and scrutiny, and the role of others
- d) Considered a future role and focus areas for the future
- e) productive ways of working

4 Next Steps

- 4.1 The self-evaluation group is now at the stage when it would like to involve all Overview and Scrutiny members with the self-evaluation. The self-evaluation group propose that this involvement takes place in the form of a workshop or seminar with all the members involved in the overview and scrutiny function during April.
- 4.2 The group will continue to work on the self-evaluation as follows:
 - f) less productive ways of working
 - g) Accessing information
 - h) Considering a structural model, including the number of Overview and Scrutiny committees, and the role of task and finish groups
 - i) Chairing arrangements
 - j) how to undertake ongoing review and evaluation
- 4.3 The self-evaluation group would like to present their initial findings in a) to j) above for discussion and consideration by a wider group of members at an April member seminar.
- 4.4 The self-evaluation group will then collate and consider the views of the member seminar in April.
- 4.5 A report of the findings and recommendations of the self-evaluation will be made to the first meeting of the Overview and Scrutiny Committee in 2017/18 (5 June 2017).

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Overview and Scrutiny is not a Cabinet function. The constitutional provisions relating to Policy Development Advisory Groups do not apply. The consultees are therefore:
 - a) the Self-Evaluation Group described in 3.3
 - b) all members undertaking the Overview and Scrutiny function by seminar in April
 - c) the Senior Leadership Team as required by the framework

6 Other Courses of Action Considered but Rejected

- 6.1 The group considered issuing an electronic questionnaire to gather the views of members, but it was felt that a workshop or seminar during April would be better as it would encourage participation and discussion.

7 Resource Consequences

- 7.1 The Self-Evaluation is being undertaken within existing resources. Any resource consequences flowing from the findings of the review will be reported to the first meeting of the Overview and Scrutiny Committee in 2017/18.

8 Legal Consequences

- 8.1 The Overview and Scrutiny Committee resolved to undertake the self-evaluation as soon as possible. In the absence of the Committee appointing a group of members to undertake the task at its meeting in January, it was appropriate that the Chairman and Vice-Chairman met the intention of the committee by selecting members to participate in the self-evaluation group.

9 Risk Assessment

- 9.1 The timely self-evaluation of the function mitigates any risk.

10 Other Considerations

- 10.1 The Overview and Scrutiny Committee remain responsible for discharging the Crime and Disorder Overview and Scrutiny regulations 2009. This report does not have any other materially relevant considerations.

WORK PROGRAMME SUGGESTION FORM

Ref: 15/Cllr

Please return this form to:

Daniela Smith
Democratic Services
Horsham District Council
Parkside, Chart Way,
Horsham
RH12 1RL

Name: DAVID COLDWELL

Proposed Scope/focus of review:

TO EXAMINE, WITH A VIEW TOWARDS SOLVING
TRAFFIC ISSUES / ACCESS ISSUES / OTHER PROBLEMS AT
PRIMARY SCHOOLS

Your rationale for selection:

UPPER BEEDING PRIMARY SCHOOL TRAFFIC GENERATES
MANY COMPLAINTS. SO DOES PARKING. IF A SOLUTION IS
POSSIBLE IT COULD APPLY TO ALL HDC PRIMARIES.

Evidence:

LOCAL COMPLAINTS TO UBPC PLUS ADVICE
FROM OTHER COUNCILS.

Desired outcomes/objectives/possible terms of reference:

TO REDUCE AND/OR ELIMINATE ANNOYANCE
AND DISTRESS CAUSED

Other comments:

NEEDS TO INVOLVE WSCE AND SCHOOL GOVERNORS
SUGGESTION IS THAT WORK STARTS AT UB
PRIMARY AS A PILOT.

What time scale do you perceive to be necessary for this review?

Urgent

Within six months

Within 6-12 months

D Coldwell
10/3/17

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